

Junior Academy Policies

All students and parents are responsible for adhering to all HCS policies as stated in the Parent/Student Handbook. The policies listed here are further policies relating specifically to Junior Academy.

Admin Fees

Each class will be charged an administration fee payable to HCS. For HCS members, the fee is \$225 per class. For Academy Service families (non-HCS members), the fee is \$350 per class. Admin fees are refundable until **August 1st** after which time no portion of the Admin Fee shall be refunded. Admin fees will be billed on **June 1st** and are due before **July 1st**. Students whose Admin fees have not been paid in full by July 1st will be automatically moved to the wait list and are not guaranteed a seat in the class.

Class Fees

Class fees are paid according to the schedule dictated by the teacher. Payment is due on or before the 1st class meeting. Class payments are made to the teachers directly. Non-payment is grounds for automatic removal from the class at the teacher's discretion.

Drop Policy for Mrs. Bean, Mrs. Anderson, and Mrs. Wiggins

Should a student drop the class after the 1st or 2nd class meeting (but before the 3rd class meeting), a portion of the 1st semester's tuition will be refunded. There will be no refunds for the 1st semester when the 3rd class meets. There will be no refunds for drops in the second semester. Please see the dates listed in the Course Descriptions Booklet for pertinent dates.

Drop Policy for Mrs. Ramirez

No refund for drops offered.

Parent Volunteer Hours

Each Parent must sign-up to help with lunch supervision two times per year. The sign-up may be found on HSL. One to two parents will be assigned each week. If you are unable to fulfill the duty on the date you signed up for, it is your responsibility to switch with another parent. It is not the responsibility of the Junior Academy Lead to find a replacement for you. Failure to show up or provide a substitute will result in a \$50 fine.

Lunch supervision requires your presence on campus no later than 12:00. Check-in with the Lead as soon as you arrive. You will provide supervision in the playground area until 12:45. You will then help escort younger students back to their classrooms followed by a quick walk through the playground to pick up trash or tidy any areas needed. Check-out with the Lead before leaving the premises.

Classroom Behavioral Issues

Classroom behavioral issues will be handled as follows:

Should a student prove to be a behavioral problem in class, teachers will follow the three-strike policy in an attempt to rectify the problem before removing the student from class.

1) Discuss the problem with the student directly and follow up with an email to the parent letting them know the conversation took place and what the issues are. The Junior Academy Lead should be cc'd on this email.

2) If the problem persists, set up a time to meet with the parent and student in person to further discuss the issue and let both parties know the next infraction can result in expulsion from the class. The Junior Academy Lead should be notified of the meeting and attend if desired by the teacher or parent.

3) If the problem continues after that, the student may be removed from the class at the teacher's discretion. This should be done in writing to the student and parent with the Junior Academy Lead copied on the email. No class refunds will be issued for disciplinary expulsions.

Dress Code - As stated in the HCS Parent/Student Handbook

The dress code applies to all HCS events, including, but not limited to, club activities, field trips, Class Days, Academies, and school pictures.

**Clothing must be neat, modest, and gender appropriate.*

**Extreme or inappropriate apparel, including, but not limited to, heavy chains, spiked or studded jewelry, or "sagging" pants are not allowed. Offensive or controversial slogans on tee shirts are not allowed.*

**No bare or barely-covered midriff styles.*

**No straps on shirts or dresses less than one inch in width. No low cut or plunging necklines.*

**No visible front or side cleavage, and no low cut backs.*

**No skin-tight clothing.*

**Leggings, jeggings, or yoga-type pants may be worn with long blouses or tunics.*

**Shorts shall be mid-thigh. Skirts and dresses may not be more than 3 inches above the knees.*

**Hair should be neat and clean. Non-standard hair color is permitted. Facial hair must be neatly groomed. Excessive makeup and extreme ornamentation are not allowed.*

**Ear piercings are permitted. A small nose stud or ring is allowed. No other visible pierced jewelry or body adornments will be permitted.*

**Controversial or offensive tattoos must be covered.*

**No shoes with wheels.*

**Males should remove their hats during prayer, chapel, or similar God-focused activities, as well as during patriotic times (pledge, National Anthem, etc). It is the policy of Heritage Christian School to allow teachers to dictate the hat policy for their specific classrooms.*

"We put no stumbling block in anyone's path, so that our ministry will not be discredited" (II Corinthians 6:3 NIV).

"Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves" (Philippians 2:3 NIV).

Dress Code Violation Consequences

Violating the Dress Code will result in a three-strike policy:

1st offense - talked to by the Junior Academy Lead/teacher/Staff with an email to the parent letting them know the conversation took place. In some cases, a suitable large t-shirt or garment may be given for the student to wear for the remainder of the day.

2nd offense - one-week suspension from attending Junior Academy classes. An email will be sent home letting the parent know of the suspension.

3rd offense - expulsion from Junior Academy for the remainder of the school year. No refunds will be issued for expulsion due to Dress Code violations.

I have read, understand, and will abide by all the JuniorAcademy and HCS policies as stated in this document and the HCS Parent/Student Handbook.

Parent/date